

**BTP Camporee**  
**Job Description**  
*Revised December 28, 2021*

1. Prerequisites:
  - a. A Seventh-day Adventist Christian with an active faith relationship and walk with Jesus.
  - b. An enthusiasm and passion to share Jesus with children and teens and to seek to provide them the most exceptional spiritual memories through all the programming that is presented.
  - c. Previous experience in event planning and leadership.
  - d. Great organizational skills, with attention to detail and follow through and will strive for excellence in all areas of facilities
  - e. Self-starter, self-disciplined, ability to multi-task and meet deadlines.
  - f. Ability to communicate cross generationally and cross culturally.
  - g. Ability to work with and manage strong personalities
  
- a. Job title(s):
  - a. Pole and Drape coordinator
  
- b. Management
  - a. Facilities director is your Down line supervisor
  
- c. Pole and drape coordinator
  - A. Create order form for pole and drape needs
  - B. Create staging area for pole and drape
  - C. Work with pole and drape vendor for camporee needs
  - D. Create a return policy as needed post camporee for pole and drape
  - E. Coordinate with summer camp coordinator for your summer camp staff help as needed
  - F. Attend all zoom and in person meetings as requested
  - G. Attend all early morning meetings at camporee with DLD and pathfinder leaders
  - H. Create and coordinate with rental supplier for rental orders
  - I. Make sure deposits are met with rental orders and payments are made for rentals as needed and coordinate with camporee accounting dept.
  
- d. Compensation
  - a. Volunteer